

# City of Milpitas Building Inspection Division

455 E. Calaveras Blvd., Milpitas, CA 95035  
Telephone: 408-586-3240 • Fax: 408-586-3285

## Demolition Permit Checklist

Project Address: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

**I**n order to process and expedite your request for a Demolition Permit, please submit the applicable items listed below and include this Checklist in your submittal.

- ☐ Five (5) complete sets of drawings to include:
  - ☐ Architectural Demolition Plans
  - ☐ Civil Demolition Plans
- ☐ The following Procedures must be signed off as complete before Permit issuance:
  - ☐ Permit application and site plan submittal
  - ☐ BAAQMD information letter to client
  - ☐ Planning Division sign off
  - ☐ Land Development Engineering sewer and water capped
  - ☐ Fire Department sign off
  - ☐ P.G. & E. Clearance Form
  - ☐ Finance Department: No fees due; water meter removed
  - ☐ Building Division: ready to issue

*Building Staff Use Only:*

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### Notes:

1. All drawings and calculations must be signed by design professionals as required by the California Business & Professions Code.
2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
3. Building permits may only be issued to Building Owner or a Licensed Contractor. A Building Owner, who acts as General, and hires non-licensed help to do the work, must provide Worker's Compensation insurance. Proof of insurance is required prior to permit issuance.

### Signature:

*I have read the above information and have submitted all the required information.*

Print Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_